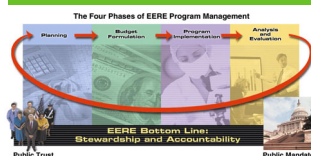


# Appendix A-2

## EERE Programmatic Multi-Year Planning Guide and Outline



Click here to access the MYP Guide and Outline in its entirety.

## Introduction

EERE is committed to establishing and maintaining an effective and consistent approach to EERE-wide multi-year planning. In February 2003, EERE's Office of Planning, Budget Formulation and Analysis (PBFA) issued a draft template to be used by the programs to help them develop multi-year plans (MYPs), and many of EERE's programs subsequently wrote MYPs. During the course of those planning exercises, PBFA concluded that more detailed explanations of the items in the template might help the programs develop plans that are more consistent with each other and that better address internal and external requirements, including the Office of Management and Budget (OMB) Program Assessment Ratings Tool (PART), the OMB R&D Investment Criteria (OMB Investment Criteria), the Scoring Criteria for Applied R&D Investments developed by OMB and DOE (OMB/DOE Scoring Criteria), and DOE/ME's new "Program Plan Content Guidance" (ME Guidance), all of which aim to implement the President's Management Agenda. (These documents are found in Attachments 1-4).

The primary purpose of engaging in multi-year, operational planning is to develop and communicate the concrete steps an organization needs to take (and the resources required) to fulfill its mission. This includes the development of a set of logical, time-sequenced, resourced, and inter-dependent (where necessary) tasks that cumulatively lead to milestone completion and goal achievement. This document lays out the recommended content of a rigorous operational MYP. It expands on the original template, providing examples and more detailed suggestions about how to develop sound, complete and rigorous responses to each information item requested (many of the examples are taken from EERE MYPs developed in FY03). This document also synthesizes guidance from PART, the OMB Investment Criteria and the OMB/DOE Scoring Criteria requirements, and ME Guidance, as well as additional sources of planning guidance. In addition to

helping the programs meet Administration/OMB management expectations, the existence of a complete and strong MYP from each program will also help EERE aggregate and summarize various types of information to better understand and manage its portfolio of activities.